

AGENDA
PUBLIC WORK'S COMMITTEE MEETING
Thursday, December 11, 2014
7:00 A.M., Allouez Village Hall

NOTICE IS HEREBY GIVEN THAT ACTION BY THE COMMITTEE MAY BE TAKEN ON ANY OF THE ITEMS WHICH ARE DESCRIBED IN THIS AGENDA. ACTION TAKEN WOULD BE TO MAKE RECOMMENDATIONS TO VILLAGE BOARD FOR THEIR APPROVAL

1. CALL TO ORDER / ROLL CALL
2. MODIFY/ADOPT AGENDA
3. APPROVE MINUTES from the NOVEMBER 13th MEETING.

OLD BUSINESS:

No Old Business

NEW BUSINESS:

4. DISCUSSION/ACTION: SDWF PROJECT COST UPDATE (DPW Berndt).
 - a. An updated project cost breakdown has been prepared to include construction inspection services and delete other project costs included in the original application. The total project cost remains the same as initially submitted. This project cost breakdown should be signed by the village president for submittal to the WDNR. This is to update the financial application prior to preparation of the financial assistance agreement for the project.

DISCUSSION:

5. DISCUSSION: RIVERSIDE DRIVE LOCAL AUTHORITY DESIGNATION (Trustee Rafter).
 - a. Discussion on the transfer of jurisdiction authority for the Riverside Drive route thru the village.
6. DISCUSSION: WATER UTILITY COMPLIANCE WITH ACT 274 FOR DELINQUENT BILLS (DPW Berndt).
7. ADJOURNMENT

November 13, 2014 (Public Works Committee)

**MINUTES
PUBLIC WORKS COMMITTEE MEETING
Thursday, November 13, 2014
7:00 A.M., ALLOUEZ VILLAGE HALL**

PRESENT: Jim Rafter, Jim Genrich, Lynn Green, Rick King, Randy Gast

ALSO PRESENT: Craig Berndt, Brad Lange

1. MODIFY/ADOPT AGENDA

**Gast/Green moved to approve the modified agenda (moving item 6 to new number 3).
Motion carried.**

2. APPROVE MINUTES from the OCTOBER 16th MEETING

Green/Genrich moved to approve the minutes dated October 16, 2014. Motion carried.

3. CONSIDERATION OF CROSSWALKS TO BE ADDED TO RIVERSIDE DRIVE PRIOR
TO RECONSTRUCTION PROJECT

A request has been received for the Village to provide a crosswalk at Sunset Circle to improve access to the park and trail.

Berndt explained that if the village is interested in providing crosswalks on Riverside Drive prior to the reconstruction, all cost associated with installation will be the responsibility of the village. The village will need to submit an application for approval to the DOT which may define what will be required to construct a crosswalk including signage, crosswalk markings, and sidewalk and handicap ramps.

A letter of support for the crosswalks came from the Friends of the Fox River Trail.

Jim Davis, 213 Arrowhead Drive, would like to see the crosswalks installed.

Jim O'Rourke, Oakwood Avenue, said that all neighbors on the east side of Riverside Drive should have access to the Fox River Trail and the crosswalks will be a benefit since Allouez is the only community with no crosswalks.

Carol Burke, 213 Arrowhead Drive, stated that there is no safe way to cross Riverside Drive. Two years is a long time to wait for the crosswalks to be installed as part of the reconstruction of Riverside. A lot of people would be able to use it now. Cars do stop for people using the crosswalks in DePere.

Jim Rafter asked questions regarding the "Hawk" system and costs. Estimated cost is in the \$30,000 to \$40,000 range. The basic cost of a crosswalk and ramps is probably in the range of \$10,000. The schedule for WisDOT review of an application is not known.

The consensus was that crosswalk(s) should be investigated further. Submitting an application to WisDOT to determine the requirements for a crosswalk at Sunset Circle is recommended.

Gast/Green moved to recommend to the Village Board to have the DPW submit an application to WisDOT for a crosswalk at Sunset Circle to determine the requirements and what the cost will be. Motion carried.

4. VERIZON WATER TOWER LEASE AGREEMENT

Berndt explained the requested contract revisions and the responses received from Verizon per the Public Works Committee previous revisions to the lease agreement. Verizon agrees to pay \$1,500 for the initial inspections during construction and \$750 for each future inspection during maintenance work. Verizon will need to comply with the Village noise ordinance and the design of the building must look like the Cotton House. These are included in the construction plans for the project.

It was agreed to send a final letter and copy of the plans to the adjacent residents for their information. This information was previously sent to them in January 2014 regarding this as well.

Jim O'Rourke, Oakwood Avenue, said he was contacted by Katie Lingert and that the site would require a section 106 study due to the historic significance of the adjoining homes and that the new building should look like the adjacent buildings. The committee noted that the proposed Verizon building is designed to match the Cotton House so it will fit the look of the adjacent buildings.

Gast/Green moved to recommend approval of the Verizon contract to the Village Board and that a copy of the plans be mailed to the adjoining property owners for their information. Motion carried.

5. BROWN COUNTY SOLID WASTE AGREEMENT MODIFICATION

a. No action on this item until December.

6. SDWF REIMBURSEMENT RESOLUTION

An updated WDNR Reimbursement Resolution is required for the Water Main Replacement Project-Phase 2 bond documentation. This is a similar resolution to that submitted for the first water main replacement project.

Berndt explained that Resolution 2014-19 will need to be approved as an update to the previous Resolution which would allow the village to be reimbursed for expenses for any work prior to the actual bond issue.

Genrich/Rafter moved to send the Resolution 2014-19 to the Village Board for approval. Motion carried.

7. TRAFFIC AND SAFETY ITEMS

A No thru Traffic sign should be considered for Terraview Court due to the frequent traffic that drives this dead end cul de sac street. Consensus was that this should be signed as a "Dead End" street.

Genrich/Green moved to recommend to the Village Board installing a Dead End Sign on Terriview Court. Motion carried.

A no parking zone is recommended for 20 ft south and 40 ft east of the fire hydrant at 2674 South Van Buren Street. This is at the Heritage Hill Foundation office, which gets parked in frequently due to cars parked at the end of this street. A Tow Away Zone sign is also recommended at this location to ensure that the no parking zone is effective.

Genrich/King moved to recommend to the Village Board to approve a "Tow-A-Way Zone" sign and yellow curb markings on the end of S. Van Buren St. Motion carried.

8. CONVENE INTO CLOSED SESSION PURSUANT TO WIS. STATUTE

Gast/Genrich moved to convene into closed session pursuant to Wis. Statute 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Roll call: Green - aye, Gast - aye, Genrich - aye, King - aye, Rafter - aye. Motion carried.

9. RECONVENE INTO OPEN SESSION

Gast/Genrich moved to reconvene into open session. Roll call: Green - aye, Rafter - aye, Genrich - aye, King - aye, Gast - aye. Motion carried.

Gast/Genrich moved to recommend to the Village Board that 50% of the remaining costs (\$1,505.61) associated with a sewer back up at 162 Custer Court be approved for payment to the resident and a settlement agreement be required as part of the payment. Motion carried.

10. ADJOURNMENT

King/Rafter moved to adjourn at 8:07am. Motion carried.

"Original"

Municipality Name: Village of Allouez

**Safe Drinking Water Loan Program (SDWLP)
Financial Assistance Application**

SDWLP Project No.: 5325-03

Form 8700-262 (R 5/14)

Page 6 of 17

Project Budget Sheet		A.	B.	C.	D.	E.
Budget Line Items	Contract Number	Total Project Costs	Ineligible Costs*	Eligible Costs Paid By Other Funding Sources**	SDWLP Costs Requested	
1. Force Account Work	#1 Total	Inspection	\$ 12,000	\$	\$	\$ 12,000
2. Interim Financing						0
a. Net Interest Expense						0
b. Legal/Bond						0
c. Financial Advisor						0
	#2 Total		\$ 0	\$ 0	\$ 0	\$ 0
3. Engineering Report Prep	#3 Total		\$ 0	\$	\$	\$ 0
4. Plans/Specs Preparation		RR Permit	25,000			25,000
a.						0
b.						0
	#4 Total		\$ 25,000	\$ 0	\$ 0	\$ 25,000
5. Land or Easement Acquisition						0
a. Purchase Price						0
	#5 Total		\$ 0	\$ 0	\$ 0	\$ 0
6. Engineering/Construction Mgmt						0
a. Test Well Services						0
b. Final Survey/Record Drawings		TBD	25,000			25,000
c.						0
d.						0
e.						0
	#6 Total		\$ 25,000	\$ 0	\$ 0	\$ 25,000
7. Construction/Equipment						0
a. Watermain Construction			2,103,000			2,103,000
b.						0
c.						0
d.						0
	#7 Total		\$ 2,103,000	\$ 0	\$ 0	\$ 2,103,000
8. Contingency (10% of line 7; DNR will adjust amount)	#8 Total		\$ 210,300	N/A	N/A	\$ 210,300
9. Miscellaneous Costs						0
a. Administrative Expenses						0
b. Land/Easement Legal/Appraisal Costs						0
c. Removal/Relocation of Utilities						0
d.						0
	#9 Total		\$ 0	\$ 0	\$ 0	\$ 0
10. SDWLP Closing Costs						0
a. Bond Counsel			10,000			10,000
a. Administrative Expenses			2,500			2,500
	#10 Total		\$ 12,500	\$ 0	\$ 0	\$ 12,500
11. Total Project Costs	TOTAL		\$ 2,387,800	\$ 0	\$ 0	\$ 2,387,800

Refer to this worksheet when preparing all "Request for Disbursement" forms. Line item requests should not exceed the total indicated on this budget sheet, unless a change has been made and is reflected in the FAA. *Provide a brief description and source of funds for any cost that is ineligible for SDWLP funding. ** Name the other funding sources (e.g., USDA Rural Development, CDBG, Focus on Energy, DOT, municipal funds, etc.).

"Updated"

Municipality Name: Village of Allouez

SDWLP Project No.: 5325-03

Safe Drinking Water Loan Program (SDWLP) Financial Assistance Application

Form 8700-262 (R 5/14)

Page 6 of 17

Project Budget Sheet		A.	B.	C.	D.	E.
Budget Line Items		Contract Number	Total Project Costs	Ineligible Costs*	Eligible Costs Paid By Other Funding Sources**	SDWLP Costs Requested
1. Force Account Work	#1 Total		\$	\$	\$	\$ 0
2. Interim Financing						0
a. Net Interest Expense						0
b. Legal/Bond						0
c. Financial Advisor						0
	#2 Total		\$ 0	\$ 0	\$ 0	\$ 0
3. Engineering Report Prep	#3 Total		\$ 0	\$	\$	\$ 0
4. Plans/Specs Preparation						0
a. WM Bridge Design Support		TBD	7,500			7,500
b.						0
	#4 Total		\$ 7,500	\$ 0	\$ 0	\$ 7,500
5. Land or Easement Acquisition						0
a. Purchase Price						0
	#5 Total		\$ 0	\$ 0	\$ 0	\$ 0
6. Engineering/Construction Mgmt						0
a. Test Well Services						0
b. Final Survey/Record Drawings		TBD	25,000			25,000
c. Construction Inspection/Mgmt		TBD	50,000			50,000
d. Construction Admin		TBD	7,500			7,500
e.						0
	#6 Total		\$ 82,500	\$ 0	\$ 0	\$ 82,500
7. Construction/Equipment						0
a. Watermain Construction			2,070,000			2,070,000
b.						0
c.						0
d.						0
	#7 Total		\$ 2,070,000	\$ 0	\$ 0	\$ 2,070,000
8. Contingency (10% of line 7; DNR will adjust amount)	#8 Total		\$ 207,000	N/A	N/A	\$ 207,000
9. Miscellaneous Costs						0
a. Administrative Expenses						0
b. Land/Easement Legal/Appraisal Costs						0
c. Removal/Relocation of Utilities						0
d.						0
	#9 Total		\$ 0	\$ 0	\$ 0	\$ 0
10. SDWLP Closing Costs						0
a. Bond Counsel			10,000			10,000
a. Administrative Expenses			2,500			2,500
	#10 Total		\$ 12,500	\$ 0	\$ 0	\$ 12,500
11. Total Project Costs	TOTAL		\$ 2,379,500	\$ 0	\$ 0	\$ 2,379,500

Refer to this worksheet when preparing all "Request for Disbursement" forms. Line item requests should not exceed the total indicated on this budget sheet, unless a change has been made and is reflected in the FAA. *Provide a brief description and source of funds for any cost that is ineligible for SDWLP funding. ** Name the other funding sources (e.g., USDA Rural Development, CDBG, Focus on Energy, DOT, municipal funds, etc.).

VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2850

Department of Public Works

RIVERSIDE DRIVE HWY 57 LOCAL AUTHORITY

The following is to summarize past discussions with the Wisconsin Department of Transportation regarding Hwy 57 Riverside Drive with regard to local authority for this highway within the Village of Allouez.

Local authority for a state highway may be available and granted to a local government if certain criteria are met. "Local authority" is used in this memo as the descriptive term for this action, but it may be more accurate to describe it as a revision to the classification of the highway such as changing it to a connecting highway.

Local authority does provide some additional local control over the highway such as determining the speed limit; but state requirements must still be met for any designation change, design criteria, highway signage, pedestrian crossings, or other changes.

PAST DISCUSSION WITH WisDOT

Several years ago the topic of local authority was investigated with WisDOT, and the response was that local authority would not be granted to the Village of Allouez. This was a request made with the assistance of Strand Associates.

CURRENT STATUS

More recently the DPW discussed this with WisDOT. This was during the request by the Village to WisDOT to reconstruct Riverside Drive, ie, initiate the project to upgrade this highway.

It was learned that WisDOT denied the original request because they required control of the Hwy 172/Riverside Drive intersection due to the upcoming project and were concerned local authority would limit WisDOT options for design of improvements. This was cleared up with WisDOT and as a result WisDOT responded that future local authority would be a consideration once the Riverside Drive upgrade is completed, if requested by the Village.

FUTURE CONSIDERATIONS

It is likely that addition of sidewalk(s), boulevards, trees and other improvements; as well as traffic signals; will result in lower speeds on this roadway. Based on these improvements and the resultant lower traffic speeds, a speed limit change may occur even if local authority is not requested.

Considerations with request to local authority must include the need for continuous snowplowing during snow events, salt usage will increase (road must be wet during a storm),

and plowing must be 24 hours/day if the storm is continuous. Crack sealing and patching will be required by the Village as well.

Reimbursement by the state for maintenance operating costs is currently with Brown County Highway. This would have to be investigated further to determine if costs can be adequately recovered. Staffing would need to change to some degree due to the need from more hours of snowplowing. One of the Village's large plow trucks would need to be dedicated to Riverside Drive, taking a plow away from other route's.

The point is that a more detailed investigation will be needed at the completion of the Riverside Drive project to determine if the costs incurred justify the benefits.

No action is recommended at this time.

C. Berndt, December 4, 2014

VILLAGE OF ALLOUEZ

Allouez Village Hall • 1900 Libal Street • Green Bay, Wisconsin 54301-2453
Phone No.: (920) 448-2800 • Fax No.: (920) 448-2853

Allouez Water Utility

Property Owner
Address

Date

**RE: Notice to Landlords and Tenants
Delinquent Utility Bills on the Property Tax Roll
Implementation of Wisconsin Act 274**

Wisconsin Act 274 (effective January 1, 2015)

Beginning January 1, 2015, a municipal water utility must give a rental property landlord covered by Wisconsin Act 274 notice of a residential tenant's past due utility charges within 14 days after the charges become past due. By complying with the 14-day rule the municipal water utility retains the right to place the tenant's delinquent utility bills on the landlord's property tax roll at the end of the year.

Rental Property Covered by the New Requirements of Act 274

The 14-day notification requirement only applies to certain rental property. The 14-day requirement applies only if:

1. The property is *residential* rental property;
2. The rental property has *separate water meters* for each individual rental unit (ie, rental property is a single unit property, or a multi-unit property with separate meters for each unit); and
3. The property *landlord provides written notification* to the municipal water utility consisting of;
 - a. The property owner's name and address
 - b. The tenant's name and address if the tenant is responsible for the utility bill
 - c. Confirmation that the property is residential rental property.

This notification requirement generally applies to single unit rentals, duplex units with individual water meters, and condominiums with individual units with water meters.

Notification may be provided to a landlord electronically if the landlord agrees to receive email notice.

Rental Property Not Covered by the New Requirements of Act 274

The 14-day requirement does not apply to the following situations:

1. The property landlord does not provide the required notice to the Allouez Water Utility; or
2. The property is not individually metered at each rental unit.

This notification requirement generally applies to larger apartment buildings with a single water meter.

Notification to Allouez Water Utility

If a rental property is not individually metered, or if a property landlord does not provide the required information, the Allouez Water Utility is not required to provide a landlord with the 14-day notice of delinquent bills. The Allouez Water Utility will then place the delinquent utility bills from the rental property on the landlord's property tax roll if not paid by the property landlord.

The Allouez Water Utility requests that all property landlords provide the following information to the Allouez Water Department, 1900 Libal Street, Green Bay, WI 54301 by December 31, 2014, to initiate the notification process with the 2015 utility bills.

The written information required to be provided to the Allouez Water Utility includes the following:

1. The rental property address and the property owner's name and mailing address;
2. The tenant's name and mailing address, if the tenant is responsible for the utility bill; and
3. Confirmation that the property is residential rental property.

The Wisconsin Act 274 and the summary of notification requirements can be found on our website at www.villageofallouez.com. Click on Departments, click on Water Utility, and click on 2013 Wisconsin Act 274 and Delinquent utility bills on the tax roll.

Please contact the Allouez Water Utility at 448-2800 if you have questions regarding this policy.

Sincerely,

Dave Selissen
Water Utility Foreman

Craig Berndt, P.E.
Director, Public Works

MEMORANDUM

TO: MEG - Water Members

FROM: Lawrie Kobza, Legal Counsel

DATE: November 18, 2014

RE: Delinquent Utility Bills on the Property Tax Roll
-- New Requirement for Notice to Landlords Starts January 1, 2015

Wisconsin Act 274 changed the requirements applicable to billing some rental properties. In order to retain the right to place delinquent utility bills incurred at some residential rental properties on the property tax roll at the end of the year, a municipal utility must give additional notices to landlords throughout the year. The new notice requirement is explained below.

NEW REQUIREMENT FOR 14-DAY NOTICE TO LANDLORD STARTS JANUARY 1, 2015

Beginning January 1, 2015, a municipal utility must give a landlord covered by Act 274 notice of a residential tenant's past-due utility charges ***within 14 days*** after the charges become past due.

If a utility does not provide a covered landlord with the 14-day notice, a utility loses the right to place the tenant's delinquent utility bills on the landlord's property tax roll at the end of the year.

- For utilities that bill monthly and require bills to be paid in 20 days, providing the landlord with a duplicate copy of the next month's bill (with the past due amount listed on the bill as "past due") would typically satisfy the 14 day requirement. You should confirm, however, that monthly bills are sent out less than 34 days apart.
- For utilities that bill quarterly, an additional notice to the landlord would be required to comply with the 14-day notice requirement. The notice could be a copy of the bill with the words "past due" stamped on it.

Some utilities have indicated that their standard practice is to provide a landlord with a copy of all their tenants' utility bills, regardless of whether amounts are past due or not. If this is your standard practice, and you bill monthly, landlords will automatically be getting notice of a delinquency within 14 days.

If your utility does not bill monthly, or if it does not send landlords copies of all tenant utility bills, your utility will need to develop a method to ensure that landlords are receiving notice of a residential tenant's past-due charges within 14 days after the charge becomes past due.

Notices may be provided to a landlord electronically if the landlord agrees to receive electronic notices

NOT ALL RENTAL PROPERTY COVERED BY NEW REQUIREMENTS

The 14-day requirement only applies to certain rental property. The requirement applies only if:

- the property is *residential* rental property;
- the rental property has separate utility meters for each individual rental unit (i.e., the rental property is a single unit property, or a multi-unit property with separate meters for each unit); and
- the landlord provides written notification to the municipal utility consisting of:
 - the property owner's name and address,
 - the tenant's name and address, if the tenant is responsible for the utility bill, and
 - confirmation that the property is residential rental property.

If a rental property is not individually metered, or if a landlord does not provide the required notice, a municipal utility is not required to provide a landlord with the 14-day notice. The utility would be able to place delinquent utility bills from the rental property on the landlord's property tax rolls without complying with the new notice requirements of Act 274.

2015 TAX ROLL PROCESS WILL CHANGE; FURTHER GUIDANCE WILL BE PROVIDED

The tax roll process for 2015 will change as a result of Act 274. Interested groups, including MEG - Water, will be working to provide municipalities and municipal utilities with guidance on how these changes should be handled. Watch for further information in the spring of 2015.

State of Wisconsin



2013 Senate Bill 517

Date of enactment: April 16, 2014
Date of publication*: April 17, 2014

2013 WISCONSIN ACT 274

AN ACT to repeal 62.69 (2) (g); to renumber and amend 66.0809 (3) and 66.0809 (5) (b) 1.; to consolidate, renumber and amend 66.0809 (5) (b) (intro.) and 2.; to amend 66.0809 (5) (c) and 66.0809 (5) (d); and to create 66.0809 (3m), 66.0809 (5) (bm), 66.0809 (7), 66.0809 (8), 66.0809 (9), 66.0809 (10) and 196.37 (5) of the statutes; relating to: collection of certain municipal utility arrearages and the provision of municipal utility service to tenants.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 62.69 (2) (g) of the statutes is repealed.

SECTION 2. 66.0809 (3) of the statutes is renumbered 66.0809 (3) (a) and amended to read:

66.0809 (3) (a) Except as provided in subs. (4) and (5), on October 15 in each year notice shall be given to the owner or occupant of all the lots or parcels of real estate to which utility service has been furnished prior to October 1 by a public utility operated by a town, city, or village and payment for which is owing and in arrears at the time of giving the notice. The department in charge of the utility shall furnish the treasurer with a list of the lots or parcels of real estate for which utility service charges are in arrears, and the notice shall be given by the treasurer, unless the governing body of the city, village, or town authorizes notice to be given directly by the department. The notice shall be in writing and shall state the amount of arrears, including any penalty assessed pursuant to the rules of the utility; that unless the amount is paid by November 1 a penalty of 10 percent of the amount of arrears will be added; and that unless the arrears, with any added penalty, are paid by November 15, the arrears and penalty will be levied as a tax against the lot or parcel of

real estate to which utility service was furnished and for which payment is delinquent. The notice may be served by delivery to either the owner or occupant personally, or by letter addressed to the owner or occupant at the post-office address of the lot or parcel of real estate.

(b) On November 16, the officer or department issuing the notice shall certify and file with the clerk a list of all lots or parcels of real estate, giving the legal description, for which notice of arrears was given under par. (a) and for which arrears remain unpaid, stating the amount of arrears and penalty. Each delinquent amount, including the penalty, becomes a lien upon the lot or parcel of real estate to which the utility service was furnished and payment for which is delinquent, and the clerk shall insert the delinquent amount and penalty as a tax against the lot or parcel of real estate.

(c) All proceedings in relation to the collection of general property taxes and to the return and sale of property for delinquent taxes apply to the tax under par. (b) if it is not paid within the time required by law for payment of taxes upon real estate.

(d) Under this subsection, if an arrearage is for utility service furnished and metered by the utility directly to a manufactured home or mobile home unit in a licensed manufactured and mobile home community, the notice shall be given to the owner of the manufactured home or

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

mobile home unit and the delinquent amount becomes a lien on the manufactured home or mobile home unit rather than a lien on the parcel of real estate on which the manufactured home or mobile home unit is located. A lien on a manufactured home or mobile home unit may be enforced using the procedures under s. 779.48 (2).

(e) This subsection does not apply to arrearages collected using the procedure under s. 66.0627.

(f) In this subsection, "metered" means the use of any method to ascertain the amount of service used or the use of a flat rate billing method.

SECTION 3. 66.0809 (3m) of the statutes is created to read:

66.0809 (3m) (a) If sub. (5) applies and a notice of arrears under sub. (3) (a) is given or past-due charges are certified to the comptroller under s. 62.69 (2) (f), on the date the notice of arrears is given, or the past-due charges are certified under s. 62.69 (2) (f), the municipality has a lien upon the assets of each tenant of a rental dwelling unit who is responsible for arrears in the amount of the arrears, including any penalty assessed pursuant to the rules of the utility.

(b) The department in charge of the utility shall provide a notice to each tenant against whom the municipality has a lien. The notice shall be in writing and shall state the amount of arrears including any penalty assessed pursuant to the rules of the utility, that the tenant is subject to a lien upon his or her assets for arrears for which he or she is responsible, that the lien will transfer to the owner of the rental dwelling unit if the owner pays the arrears, and that the lien will be enforceable upon the filing of the lien with the clerk of courts.

(c) If par. (a) applies, prior to December 17, the municipality shall file with the clerk of courts a list of tenants of rental dwelling units responsible for arrears and against whom the municipality continues to have a lien. No action to enforce a lien under par. (a) may be maintained unless a notice of lien is filed under this paragraph.

(d) If par. (a) applies and the owner of the rental dwelling unit has paid the municipality the amount provided in the notice of arrears given under sub. (3) (a), or certified to the comptroller under s. 62.69 (2) (f), or the amount placed as tax against the real estate under sub. (3) (b) or s. 62.69 (2) (f), the lien under par. (a) transfers to the owner of the rental dwelling unit and the municipality no longer has a lien against the tenant.

(e) An owner of a rental dwelling unit who has a lien under par. (d) may file a notice of lien with the clerk of court of the county in which the rental dwelling unit is located not more than 6 months after the date the lien arose under par. (a). The clerk of courts shall file and enter the notice of lien in the judgment and lien docket. No action to enforce a lien under par. (d) may be maintained unless a notice of lien is filed under this paragraph.

(f) Within 7 days after a lien established and filed under this subsection is satisfied, the lienholder shall file with the clerk of courts a notice of lien satisfaction.

SECTION 4. 66.0809 (5) (b) (intro.) and 2. of the statutes are consolidated, renumbered 66.0809 (5) (b) and amended to read:

66.0809 (5) (b) ~~If this subsection applies, a~~ A municipal public utility may use sub. (3) or, if s. 62.69 applies, s. 62.69 (2) (f), to collect arrearages incurred after the owner of a rental dwelling unit has provided the utility with written notice under par. (a) only if the municipality complies with at least one of the following: ~~2. In order to comply with this subdivision, if a customer who is a tenant has charges for water or electric service provided by the utility that are past due, the municipal public utility shall serve~~ 2. In order to comply with this subdivision, if a customer who is a tenant has charges for water or electric service provided by the utility that are past due, the municipal public utility shall serve notice of the past-due charges on the owner of the rental dwelling unit within 14 days of the date on which the tenant's charges became past due. The municipal public utility shall serve notice in the manner provided in s. 801.14 (2).

SECTION 5. 66.0809 (5) (b) 1. of the statutes is renumbered 66.0809 (5) (am) and amended to read:

66.0809 (5) (am) ~~In order to comply with this subdivision, a~~ A municipal public utility shall send bills for water or electric service to a customer who is a tenant in the tenant's own name. Each time that a municipal public utility notifies a customer who is a tenant that charges for water or electric service provided by the utility to the customer are past due for more than one billing cycle, the utility shall also serve a copy of the notice on the owner of the rental dwelling unit in the manner provided in s. 801.14 (2). If a customer who is a tenant vacates his or her rental dwelling unit, and the owner of the rental dwelling unit provides the municipal public utility, no later than 21 days after the date on which the tenant vacates the rental dwelling unit, with a written notice that contains a forwarding address for the tenant and the date that the tenant vacated the rental dwelling unit, the utility shall continue to send past-due notices to the customer at his or her forwarding address until the past-due charges are paid or until notice has been provided under sub. (3) (a) or the past-due charges have been certified to the comptroller under s. 62.69 (2) (f).

SECTION 6. 66.0809 (5) (bm) of the statutes is created to read:

66.0809 (5) (bm) No earlier than 14 days after receiving a notice under par. (b) of a tenant's past-due charges for electric service, the owner of a rental dwelling unit may request that the municipal public utility terminate electric service to the rental dwelling unit. Except as provided under rules of the public service commission relating to disconnection of service and subject to the procedural requirements under those rules, unless all past-due charges are paid, the municipal utility shall terminate

electric service to the rental dwelling unit upon receipt of a request under this paragraph. This paragraph does not apply if a municipal public utility does not use the procedures under sub. (3) to collect the past-due charges.

SECTION 7. 66.0809 (5) (c) of the statutes is amended to read:

66.0809 (5) (c) A municipal public utility may demonstrate compliance with the notice requirements of par. (b) ~~1. or 2.~~ by providing evidence of having sent the notice by U.S. mail or, if the person receiving the notice has consented to receive notice in an electronic format, by providing evidence of having sent the notice in an electronic format.

SECTION 8. 66.0809 (5) (d) of the statutes is amended to read:

66.0809 (5) (d) If this subsection applies and a municipal public utility ~~is permitted elects~~ to collect arrearages under sub. (3) or s. 62.69 (2) (f), the municipal public utility shall provide all notices under sub. (3) or s. 62.69 (2) (f) to the tenant and to the owner of the property or a person designated by the owner.

SECTION 9. 66.0809 (7) of the statutes is created to read:

66.0809 (7) A municipal utility may require a prospective customer to submit an application for water or electric service.

SECTION 10. 66.0809 (8) of the statutes is created to read:

66.0809 (8) A municipal public utility shall disclose to the owner of a rental dwelling unit, upon the owner's request, whether a new or prospective tenant has outstanding past-due charges for utility service to that municipal public utility in that tenant's name at a different address.

SECTION 11. 66.0809 (9) of the statutes is created to read:

66.0809 (9) A municipal utility is not required to offer a customer who is a tenant at a rental dwelling unit a deferred payment agreement.

SECTION 12. 66.0809 (10) of the statutes is created to read:

66.0809 (10) A municipal utility may adopt application, deposit, disconnection, or collection rules and practices that distinguish between customers based upon whether the customer owns or leases the property that is receiving utility service where the possibility exists for any unpaid bills of a tenant to become a lien on the property that is receiving utility service.

SECTION 13. 196.37 (5) of the statutes is created to read:

196.37 (5) It is not unreasonable or unjustly discriminatory for a municipal public utility to adopt application, deposit, disconnection, or collection rules and practices that distinguish between customers based upon whether the customer owns or leases the property that is receiving utility service where the possibility exists for any unpaid bills of a tenant to become a lien on the property that is receiving utility service.

SECTION 14. Initial applicability.

(1) The treatment of sections 62.69 (2) (g) and 66.0809 (3) and (5) (b) (intro.), 1., and 2. of the statutes first applies to arrearages incurred on the effective date of this subsection.

(2) The treatment of section 66.0809 (3m) of the statutes first applies to a notice of arrears given on the effective date of this subsection.

SECTION 15. Effective dates. This act takes effect on the day after publication, except as follows:

(1) The treatment of sections 62.69 (2) (g) and 66.0809 (3), (3m), and (5) (b) (intro.), 1., and 2., (bm), (c), and (d) of the statutes and SECTION 14 (1) and (2) of this act take effect on the first day of the 9th month beginning after publication.